**AIDS AND ADAPTATIONS**

**A. Policy**

A.1 Aids & Adaptations (A&As) are works of a “structural” nature to SWHA properties that meet the needs of its physically disabled tenants. The Housing Corporation (HC) provides a list of the types of adaptations which fall into this category *(HC, Capital Funding Procedures, Repair-2, para.5.11, April 2001)*

A.2 SWHA does not have a statutory duty to provide A&As for their tenants. This duty is placed on Social Services Departments by the Disabled Persons Act 1970 and the Housing Grants, Construction and Regeneration Act 1996.

**B. Regulatory Requirements**

B.1 Comply with *HC Capital Funding Procedures, Repair-2, 2001*.

B.2 Refer to *Carrying out Adaptations - A good practise guide for registered social landlords (HC 1998)* for examples of good practice.

**C. Eligibility**

C.1 SWHA will only carry out works under A&As which meet the following criteria:

   i) The works has been requested by the appropriate Social Services Authority, general practitioner of other suitably qualified person as necessary and appropriate to the needs of the individual concerned.

   ii) The works are “permanent” and not temporary or portable.

   iii) A&A’s are not restricted to those who are registered disabled. They must just have some form of disability or illness that means they need an A&A’s to enable them to enjoy their home.

C.2 Where SWHA staff members become aware of tenants who may qualify for A&As they should refer them to the Social Services Occupational Therapist to be assessed.

C.3 The provision of A&As will be constrained by the availability of funds.

**D. Funding**

D.1 The annual budget for A&As will be set during the normal budgeting timetable. SWHA will not normally qualify for HC funding for A&As because of the size of its Rent Surplus Fund (RSF). The HC now allows...
Registered Social Landlords (RSLs) to use their RSF to fund works to their own stock including A&As (HC Circular F4-02/98 para. 2.2 and 2.4).

E. Procedure & Timetable

E.1 The procedure and timetable for carrying out the work will depend on the value of the work. See the tendering procedure below. The timetable below identifies the minimum activities required. SWHA’s normal tendering and selection policy will also have to be followed.

<table>
<thead>
<tr>
<th>Activity</th>
<th>&lt; £500</th>
<th>1.5k-10k</th>
<th>&gt;10k</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) SWHA receives request for A&amp;As</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ii) Check eligibility of applicant and works</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>iii) Check that fund are available</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>iv) Inform Housing Management of the A&amp;A’s and ask for their comments</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>v) Send letter to tenant and referrer stating whether eligible or not.</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>vi) Obtain specification for works</td>
<td>10</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>vii) Get approval of specification from referrer (OT, GP etc.)</td>
<td>30</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>viii) Get quotes/Tenders</td>
<td>20</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>ix) Commission works</td>
<td>25</td>
<td>40</td>
<td>70</td>
</tr>
</tbody>
</table>

E.2 The tenant should be informed of the above timetable and consulted on what adaptations they need and the work is to be carried out.

F. Tenders and Quotes

F.1 Only contractors on SWHA approved list should be invited to tender/quote for A&A’s work. The decision to ask for quote or go out to tender will depend on the value of the works.

- Under £1,500 Only one quotation required
- £1,500 - £10,000 3 competitive quotations required
- Over £10,000 Full tendering process

G. Completion Of Works

G.1 On completion of the work SWHA should get its consultant to certify that the works have been completed satisfactorily. Where possible the referrer should also be asked to certify that the works are in accordance with the original request. The tenant should also be asked whether they are satisfied with the way the work was carried out and the adaptation.
H. VAT

H.1 Goods intended for use by disabled persons and designed for their use are zero rated. Goods which are benefit to disabled people but are designed for wider use are liable for VAT at the standard rate. Appendix G of *Carrying Out Adaptations* lists the items which are normally zero rated when supplied to disabled person.

H.2 To claim VAT zero rating the disabled person should supply Solon with an exemption certificate. Appendix 1 gives an example of this certificate. Solon should supply this certificate to the person concerned for completion.

H.3 As a charity Solon can claim zero rating on goods which only charities can claim. To claim zero rating Solon will have to complete a certificate as set out in Appendix 2 and send it to the contractor.